

Position Title:	Community Development Director		
Reports to:	Executive Director	Salary Range	\$55,000 - \$75,000
Department:	Community Development Operations	Date:	April 2019

General Statement of Duties:

The Community Development Director manages the day to day operations of the Community Development Division under the supervision of the Executive Director. The Community Development Director is responsible for the coordination of the Authority's Community Development Activities to include but not limited to acquisition, rehabilitation, disposition, homeownership as well as federal, state and local assistance programs applicable to the City of Suffolk and the Authority. Responsible for representing the Authority as a liaison with the City, State and Federal officials and consulting firms in completion of related Community Development applications for funding.

Under the general direction of the Executive Director, performs complex professional administrative work analyzing, evaluating, planning, organizing, directing and coordinating activities associated with the Authority such as Choice Neighborhood Planning Grant, Neighborhood Stabilization Program Grant, Community Development Block Grant (CDBG) and the HOME Investment Partnership Program. Responsible for the preparation of the feasibility studies, development budgets, market studies, financial options and project proforma for mixed income properties. Contacts include ranking government official, media and public where results of contact have considerable and organization wide impact. Exercises full supervision over assigned personnel as a significant part of the duties of the position.

Essential Job Functions (Illustrative Only):

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

1. Supervises, plans, coordinates, directs, and implements the activities of Community Development Department and assigned staff. Explains and administers Authority policies and practices; resolves employee problems and grievances. Oversees labor compliance under Davis-Bacon regulations. Oversees submission of all labor and program reports to HUD.
2. Directs the Authority's efforts in acquisition and development/redevelopment of multi-family and single-family housing.
3. Develops and implements guidelines, objectives, project feasibility studies, and policies and procedures. Assists with completing an analysis of the Authority's assets, liabilities, cash flow, tax

status, development/redevelopment budgets, market studies, financing options, financial objectives, and project proforma for mixed income properties as they relate to the development program. Prepares, negotiates, and submits all necessary financial status reports, budgets and other forms associated with mixed-finance projects to the appropriate agency or financial institution.

4. Maintains current knowledge of funding opportunities and develops methods to leverage funds to supplement federal funds. Develops, prepares, and submits grant budget proposals for federal, state, and local approvals. Plans and coordinates the development of project applications for the Authority.
5. Monitors compliance with Federal, State and local legal requirements by studying new and existing legislation and HUD guidelines.
6. Provides updates and status reports to the Executive Director on all program activities. Prepares and presents Board Agenda items, reviews and approves staff reports, and departmental matters to the Authority Board for approval. Responds to Board concerns and issues. Serves as internal consultant to executive staff and Authority Board of Commissioners regarding development and mixed-finance projects.
7. Directs implementation of CDBG, HOME, and other federal and state program activities administered by the Department to ensure timely obligation and expenditure of funds, and completion of activities.
8. Performs professional planning work in support of strategic and long-range planning activities of the Authority. Negotiates real estate acquisition and disposition functions connected with community development for the Authority. Interacts with Authority attorney on departmental matters. Interacts with city staff on community development matters.
9. Investigates, analyzes, and stays current on Suffolk's housing market, affordable housing demand, and acquisition opportunities. Review's Authority's projected housing development programs to identify and prioritize potential funding needs for these programs.
10. Facilitates, and prepares and presents information at public and community meetings, hearings, and workshops. Acts as liaison with appropriate local, state, and federal agencies, developers, contractors, and the public. Maintains contact with HUD Officials, and other regulatory agencies.
11. Negotiates contracts, and memorandums of agreement and understanding with outside agencies, both public and private. Administers funding program for mixed-finance development services. Manages the contractual relationships between the Authority, developers, and contractors. Oversees the development of bid documents and bidding and contracting of projects.
12. Determines what financial incentives the Authority can offer to attract non-traditional sources to provide funds for these programs.
13. May serve on boards, commissions and committees as directed by Executive Director and/or the Authority's Board of Commissioners.
14. Assists Executive Director with various special projects as needed.
15. Performs other related duties as required.

Required Knowledge and Abilities:

1. Knowledge of the general operations and procedures of a Public Housing Agency (PHA).
2. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners.
3. Knowledge of the principles and practices of federal and state community development, urban planning, and housing programs, including a thorough knowledge of regulations and procedures governing rehabilitation, acquisition, disposition, and relocation activities associated with the administration of federally funded projects.
4. Knowledge of finance, banking, and real estate principles, the methods associated with public sector budget development, administration, and leveraging of public and private funding, contract administration, and public procurement requirements.
5. Knowledge of all phases of housing construction, planning, costing, and legal procedures associated with construction contracting and financing. Must have the ability to analyze data and interpret significance of provisions of federal, state, and local rules and regulations pertinent to housing development projects. Must be an effective contract and project manager.
6. Knowledge of all applicable building codes and housing standards.
7. Knowledge of applicable HUD rules and regulations concerning rehabilitation and modernization. Knowledge of Federal Low-Income Housing Tax Credits, basic funding sources (HOME, CDBG, etc.), and real estate lending sources and practices.
8. Knowledge of modern office equipment including copiers, personal computers, mainframe terminals, calculators, facsimile machines, etc.
9. Ability to understand, interpret, and implement policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
10. Ability to plan, organize, and develop a variety of operational and management programs and procedures.
11. Ability to orient other workers and to explain organizational policies, rules, regulations, and procedures. Ability to evaluate performance of subordinates accurately, correct deficiencies, and to guide, replace, and assign personnel.
12. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
13. Ability to plan, organize, review, and administer construction and other contracts.
14. Ability to compile thorough and accurate reports concerning modernization events and progress.
15. Ability to effectively communicate both orally and in writing.
16. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, architects, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
17. Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.

Physical Requirements:

1. Sedentary work requiring the exertion of up to ten (10) pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects.
2. Work requires reaching, fingering, grasping, and repetitive motions.
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
4. Hearing is required to perceive information at normal spoken word levels.
5. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
6. Worker is not subject to adverse environmental conditions.
7. Ability to physically walk and survey construction sites in order to conduct inspections.
8. Ability to operate a variety of automated office machines including computers, copiers, printers, facsimile machine, telephone, etc.,
9. Ability to work, move, or carry objects or materials such as files, computer printouts, reports, calculator, etc.

Minimum Education, Training and/or Experience:

1. Graduation from an accredited four (4) year college or university with major course work in Finance, Public Administration, Urban Planning, or related field.
2. Five (5) years professional experience as a supervisor in community development or Housing Authority modernization activities, with considerable experience in project development involving building design, financing, real estate, and acquisition. Bond and tax credit financing experience a must.
3. Any equivalent combination of education, training and experience, which provides the required knowledge and abilities, may be considered sufficient.

Special Requirements:

1. Possession of a valid Commonwealth of Virginia driver's license and must maintain eligibility for coverage under the Authority's automobile insurance.
2. Must be bondable.
3. Must pass a drug screen.
4. Must supply a criminal background record.

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